



TRAVEL INFORMATION & POLICY

Subject:	Number:
Airline Credit – Cancelled Flights/Reservations Credit Usage	TIP 18-06
	Date Issued:
	September 7, 2018
References:	Expires:
Travel Guide Commercial Air Travel	Until Rescinded

Purpose: To remind employees the importance of utilizing airline credits from unused or cancelled non-refundable ticket reservations before they expire.

Policy: Employees should monitor their unused airline tickets. Credit issued for an unused ticket should be applied toward a new ticket booked prior to the expiration date. The actual travel date(s) can be later than the booking date.

In cases where reservations are cancelled and tickets are unused, airlines issue credit to the travelers which is valid for one year from the issue date. This credit is for state business use only and shall not be used in any circumstance for personal travel.

Employees who are retiring or separating within one year of the booking date and whose trip may be cancelled, should consider purchasing a refundable ticket.

Accounting will periodically send reminders to employees and their supervisors on the status of the employee's unused ticket credit(s).

If you have questions about this TIP, please contact Cassie Baba at (916) 227-8652 or the Travel Information Line at (916) 227-9061.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Cassie.Baba@dot.ca.gov. TTY users may also call (800) 735-2922.